



Hawaii Public Housing Authority (HPHA)

On behalf of the State of Hawaii and the employees of Hawaii Public Housing Authority (HPHA), we invite the following highly motivated and dedicated professionals to join our team and make a difference!

Housing Contract Specialist (Goods & Services)

The primary purpose of this position is to provide HPHA-wide administration of all contracts and procurement activities relating to goods and services. This position is responsible for ensuring that the procurement of goods, supplies, services, and construction materials for HPHA are in compliance with all federal and state procurement laws, rules, and regulations.

Minimum Qualification Requirements

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Substitution: Graduation from an accredited 4 year college or university with a bachelor's degree. Excess work experience as described under experience below, which provided knowledge, skills, and abilities comparable to those required in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

Experience: Two (2) years of work experience in procuring professional services, preparing and processing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies, and procedures and contract management.

The above position is exempt non-civil service position. For more information about HPHA, visit our website at www.hcdch.hawaii.gov. HPHA is an equal employment opportunity employer. Continuous recruitment until need is met. For consideration, please submit your resume to:

Hawaii Public Housing Authority (HPHA)

Attn: Personnel

P.O. Box 17907

1002 N. School Street

Honolulu, HI 96817

Or Fax: 832-5979